

LEGAL NOTICE

REQUEST FOR PROPOSAL

The Connecticut Department of Correction is seeking proposals from community based organization, academic communities and consortia of interested parties for the development of Outcome Measures for a variety of community programs operated by contract vendors, including Halfway Houses, throughout the state. Services to begin in mid-April, 2004 and be completed in September of 2004.

A Letter of Intent to Bid is **required** and must be received no later than March 12, 2004. Full proposals are due March 26, 2004.

For further information and proposal requirements please contact Joel R. Ide at:
(860) 692-7757 or (860) 692-7772 (fax)
E-Mail: JoelR.Ide@po.state.ct.us

The Request for Proposal is available by contacting the above office or will be available by 2:00 p.m. on 3/1/04 at **www.ct.gov/doc** or **www.das.state.ct.us**.

Proposals are due no later than 3:00 PM, March 26, 2004.

Outcome Measures

Request for Proposal

RFP # *OM-BS-04/05*

The Connecticut Department of Correction announces the availability of funds to enhance existing Outcome Measures and to develop and implement meaningful new Outcome Measures for all Purchase of Services contracts issued for Community Support Services.

Funding

Resulting Contract will receive funding through General Fund appropriations for State Fiscal Year 2003-2004. Funding will be for a period of 6 months, with an anticipated start date of April 19, 2004. The project must be fully completed no later than September 30, 2004.

Eligibility

Applications will be accepted from public and private organizations, community based agencies, and individuals. Consortia of community based organizations are strongly encouraged to submit proposals.

Closing Date(s)

In order to participate in the application process, all interested parties must submit a Letter of Intent to Bid. All such letters must be received at the address listed below by March 12, 2004, 3:00 P.M.

An original and five copies of the completed proposals must be received at the address listed below, no later than 3:00 P.M. on March 26, 2004. A full and complete copy of each proposal must be provided in electronic format, either on 3.5" disc or a CD and must be Microsoft Word compatible.

Place Due Connecticut Department of Correction
Grants and Contracts Section
24 Wolcott Hill Road
Wethersfield, CT 06109-1152

Attn: Joel R. Ide, Grants and Contracts Manager, Fax: 860-692-7772, E-mail: JoelR.Ide@po.state.ct.us.

Further Information

To insure an equitable process, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by March 12, 2004, 3:00 P.M. to the Department, at the address listed above. Questions may be faxed or submitted by e-mail. All questions will be answered in writing, with a copy of all questions and responses provided to all applicants who have submitted a Letter of Intent to Bid.

I. Statement of Purpose

The Department of Correction is aware of the need to reassess current contract performance measures and develop additional valid measurement tools for assessing the effectiveness of contracted programs. The benefits of implementing an enhanced performance measurement program include:

- Performance measure refinements will offer increased accountability for providers.
- Measures can effectively provide a focus on long-term goals.
- Quantifiable and verifiable measurement tools can point out trends either favorable or unfavorable at an earlier point in time, allowing corrective action, where necessary.
- Standard measurement tools across an entire line of service will allow for the recognition of the best performers and provide guidance for lower performing providers.
- Future funding can be based on objective data, resulting in resources being applied to the most productive programs.
- Providers will have a clear and objective comparison of their programs' effectiveness against their peers.
- Data generated as a result of a valid performance measurement tool can provide documentation supporting future budget requests.

II. Background

Existing Outcome Measures were developed approximately 10 years ago and have been updated sporadically, resulting in non-uniform and sometimes confusing requirements.

III. Proposal Content Requirements

Proposals must be submitted on the Application Forms included in Attachment A. All requirements of this RFP must be met. Content requirements not addressed by the Application Forms must be submitted in narrative form with numbered pages.

A. Applicant Information

Applications must contain the official name, address and phone number of the applicant, the principal contact person and the name and signature of the person (or persons) authorized to execute the contract.

B. Bidder Information

In order for the Department to communicate effectively with the bidder, it is necessary to have accurate information about bidder staff who are responsible for certain functions.

Provide the name, title, address, telephone and FAX number of staff persons responsible for the completion and submittal of:

1. Bid documents and forms, including fiscal information
2. Contract and Legal documents/forms
3. Program progress reports
4. Financial expenditure reports

Accurate information is needed by the Department concerning the applicant's legal status.

Please indicate whether or not the agency is incorporated, the type of agency applying for funding, the fiscal year for the applicant agency, the agency's federal employer ID number and/or town code number, and if the applicant agency is registered as a Connecticut Set Aside Enterprise.

Related Party Transactions: The bidder shall report to the department any and all related party relationships and transactions. Related party transactions must be fully disclosed and approved by the department. "Related Party" means person or organization related through marriage, ability to control, ownership, family or business association. Past exercise of influence or control need not be shown, only the potential or ability to directly or indirectly exercise

influence or control. Payments made by the bidder to a related party are non-allowable unless the bidder provides sufficient data to satisfy the department that the costs are necessary and reasonable.

“Related Party Transactions” can include, but are not limited to:

- A. Real estate sales or leases,
- B. Leasing for vehicles, office equipment, household furnishings,
- C. Mortgages, loans, working capital loans, or
- D. Contracts for management services, consultant services, professional services, e.g. attorneys, accountants, etc., or for material, supplies, or other services purchased by the bidder.

If the bidder has related party transactions at the beginning of a contract period, its costs and valuation basis must be included and approved as part of the budget attached to an agreement. If related party transactions are incurred during the term of a contract, the contractor must obtain prior written approval from the department. The contractor shall provide adequate documentation to support the cost and necessity of such transaction. The department reserves the right to limit the cost of related party transactions to the actual cost to the related party. In addition, the department reserves the right to obtain information from the common controlling agency to determine actual cost of the related party transaction.

C. Services to be Provided

The following services must be provided and the bidder's approach must be addressed in the proposal:

Bidders will detail a two-step process, which will

Step One

1. Review existing Outcome Measures for each of approximately 60 programs providing services in approximately 5 service categories.
2. Develop a work outline indicating steps to be taken in the development of new measures. Outline must be approved by the Department before implementation.
3. Meet with representatives from the current service providers to establish basis for new measures.
4. Draft new measures and measurement tool for each contract service cost center.
5. Negotiate final measures and measurement tool with the Department. Presentation of these measures must demonstrate how they will assist the Department in meeting long-term goals.

Step Two

1. Draft a strategy for the implementation of the approved Outcome Measures and the measurement tool. Strategy must be approved by the Department.
2. Provide appropriate training to Department staff in the use of the new measurements and tool.
3. Create and provide, with Department input and review, an implementation symposium to introduce the new measurements and tool to providers.

D. Budget

The proposal must contain an itemized budget with justification for each line item on the budget form included in the Application in Attachment A. All costs (travel, printing, supplies, etc.) must be included in the contract price. **Competitiveness of the budget will be considered as part of the proposal review process.**

The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. Costs estimates will be considered as “not to exceed” quotations against which time and expenses will be charged.

The proposed budget is subject to change during the contract award negotiations.

The selected Contractor must provide the Department with copies of any subcontract anticipated in the provision of services described in their proposal. All information required of the contractor must be applied to the subcontractor as well.

Payments will be negotiated based on time frames and deliverables described in Section V of this RFP.

E. Workplan

A comprehensive and realistic workplan with measurable objectives describing tasks to be performed, deliverables and timelines, including a project start date, must be provided on the Application Forms included in Attachment A. The workplan must be consistent with the RFP and the project's goals and objectives. **The project start date will be considered as part of the review criteria for this RFP.**

F. Staffing

The proposal must describe the staff assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week and hourly rates must be provided for all staff assigned to this project.

G. Contract Compliance

The proposal must include a completed Notification to Bidders form (return one and keep one for your records) and a Workforce Analysis Questionnaire. In addition, the proposals must include a statement of adherence to Assurances described in Section X of this RFP.

IV. Application Procedures

Applicants must complete their proposal using the following procedures and must be received by the Department no later than 3:00 P. M. on March 26, 2004.

1. The proposal must be completed on the Application Forms included in Attachment A and meet all requirements of this RFP.
2. The proposal must be signed by an authorized official of the applicant organization.
3. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department.
4. Notification of outcome of proposal evaluation will be mailed to all applicants. A contract will be mailed to the successful applicant on or about April 12, 2004 with an effective project start date on or about April 26, 2004.

V. Deliverables

In the course of providing the required services of this contract, several documents must be produced and delivered immediately upon completion to the Project Manager for approval. These documents, along with the required services, will be the indicators for measuring the performance of the contractor. Development of these deliverables must be included as objectives in the project workplan described in Section III of this RFP (workplan forms are included in Attachment A). A payment schedule will be negotiated based upon the following deliverables:

- A. Project Outline
- B. Outcome Measures - Drafts and Final
- C. Measurement Tool - Draft and Final
- D. Strategy Plan - Draft and Final

VI. Supervision

An awarded program will be supervised by the Director of Offender Programs and Victim Services.

VII. Review Criteria

Proposals will be reviewed in two steps; first, to determine whether the Minimum Requirements have been met; second, to determine the Technical Merit of the proposals and the extent to which they meet the goals and intent of the RFP.

A. Minimum Requirements - Proposals will be screened for completeness and compliance with the requirements specified in the RFP. Applicants who fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review.

B. Technical Requirements - Proposals will be reviewed for technical merit based on the following criteria:

1. The extent to which the applicant has demonstrated successful experience providing similar services. Priority will be given to applicants who have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which references provided support the applicants' success in providing similar services.
3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.
4. The extent to which adequate time is allocated to manage the services to be provided.
5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.
6. The extent to which a thorough workplan is presented, with measurable objectives and specific, appropriate timelines.
7. The extent to which a cost-effective budget is presented which follows eligibility guidelines.
8. The extent to which the proposal demonstrates a cooperative partnership.
9. **THE COMPETITIVENESS OF THE PROPOSAL.**

C. Review Process - Proposals which meet the minimum requirements will be reviewed by a panel of appropriate staff and/or outside experts. Recommendations concerning the selection of a proposal for funding will be made by this panel. The final selection is at the discretion of the Commissioner.

Following final selection, a contract document will be developed between the applicant and the Department that details services to be provided, budget and reporting requirements.

No financial obligation by the State can be incurred until a contract is fully executed.

VIII. Compliance with Applicable Statutes and Regulations

The applicant is required to be in compliance with all applicable Federal and State statutes and regulations. These include, but are not limited to, all Affirmative Action and Non-discrimination rules and regulations. The Department will provide all necessary forms for the documentation of compliance. These forms will be included in all contractual agreements with the Department.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the awardee shall agree and warrant that in the performance of this award, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, mental or physical disability, unless it is shown by the

awardee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and the State of Connecticut.

The awardee shall further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the awardee as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

IX. Affirmative Action Notice

The State of Connecticut strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. The Department urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby notifies all bidders, suppliers, contractors and awardees that the Department will not knowingly do business with, or make awards to, any individual or organization excluded from participation in any federal or state contract program, or found in violation of any state/federal anti-discrimination law.

X. Assurances

Any prospective contractor must agree to adhere to the following conditions and **must positively state such in the proposal**:

A. **Conformance with Statutes** - Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.

B. **Ownership of Proposals** - All proposals in response to this RFP are to be the sole property of the State, and subject to the provisions of Sections 1-19 of the Connecticut General Statutes (Re: Freedom of Information).

C. **Reports and Information** - The contractor shall agree to supply any information required by the Department: including evaluation and billing information in the time, manner and format directed by the Department.

The contractor shall permit access by staff and/or agents properly authorized by the Department to the contractor's premises, staff and participant and financial records, at any reasonable time.

The right to publish, distribute or disseminate any and all information or reports, or any part thereof, shall accrue to the Department without recourse. The contractor shall maintain written records to substantiate costs incurred under the contract.

D. **Timing and Sequence** - Timing and sequence of events resulting from this RFP will ultimately be determined by the State.

E. **Stability of Proposed Prices** - Any price offerings from applicants must be valid for a period of 120 days from the due date of applicant proposals.

F. **Oral Agreements** - Any alleged oral agreement or arrangement made by an applicant with any agency or employee will be superseded by the written agreement.

G. **Amending or Canceling Requests** - The State reserves the right to amend or cancel this RFP at its discretion, prior to the due date and time, and/or at any point to the issuance of the written agreement, if it is in the best interests of the agency and the State.

H. **Rejection for Default or Misrepresentation** - The State reserves the right to reject the proposal of any applicant which is in default of any prior contract or for misrepresentation.

I. **State's Clerical Errors in Awards** - The State reserves the right to correct inaccurate awards resulting from its clerical errors.

J. Rejection of Proposals - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

K. Applicant Presentation of Supporting Evidence - An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.

L. Changes to Proposals - No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by the Department.

M. Collusion - By responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.

N. Subcontracting - In a multi-contractor situation, the Department requires a single point of responsibility and accountability.

O. Affidavits - Contractor will be required to provide notarized affidavits concerning the provision or acceptance of gifts between the contractor and the Department or other state agencies.

XI. Rights Reserved to the State

The State reserves the right to reject any and all proposals, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.

APPLICATION FORMS**ATTACHMENT A**

REQUEST FOR PROPOSAL
RFP #OM-BS-04/05
Outcome Measures

DEPARTMENT OF CORRECTION

A. Applicant Information

Applicant Agency : _____

Legal Name

Address

City/Town

State

Zip Code

Telephone No.

FAX No.

Contact Person: _____ Title: _____

Telephone No: _____

TOTAL PROGRAM COST: \$ _____

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

Signature of Authorizing Official:_____
Date_____
Typed Name and Title

The applicant agency is the agency or organization which is legally and financially responsible and accountable for the use and disposition of any awarded funds. Please provide the following information:

- Full legal name of the organization or corporation as it appears on the corporate seal and as registered with the Secretary of State
- Mailing address
- Main telephone number
- Fax number, if any
- Principal contact person for the application (person responsible for developing application)
- Total program cost

The funding application must include the signature of an officer of the applicant agency who has the legal authority to bind the organization. The signature, typed name and position of the authorized official of the applicant agency must be included as well as the date on which the application is signed.

B. Services to be Provided

1. Describe your experience providing the kinds of services described in the “Services to be Provided” section of the RFP.
2. Indicate at least two references (with their telephone numbers) who may be contacted to support your description of your experience in providing these services.
3. Briefly describe the approach to the services you will provide as outlined in the “Services to be Provided” section of the RFP. Use the Workplan form to elaborate. (See Sections IIIB and IIID of this RFP.)

3. Description of Services (continued).

Workplan (Make as many blank pages as needed.)

| Services to be Provided | Activities | Staff Position(s) Responsible | Expected Outcomes and Measures of Success | Timetable |
|-------------------------|------------|-------------------------------|---|-----------|
| | | | | |

5. Briefly state the hours of operation of your organization and indicate the suitability of these hours to the Services and Deliverables required in this proposal.

6. Profile of Staff Providing Services (see Section IIIF of this RFP): Please provide the information requested below and complete the Workforce Analysis form.

| Professional Staff:* | Name | Title | Hourly Rate | Assigned to Project: # hrs./wk. |
|-----------------------------|------|-------|-------------|------------------------------------|
| Position 1 | | | | |
| Position 2 | | | | |
| Position 3 | | | | |
| Position 4 | | | | |
| Clerical/ Support Staff: | | | | |
| Position 1 | | | | |
| Position 2 | | | | |

*Please Attach Resumes for all Professional Staff

BUDGET REQUEST FORM

Program Type: _____

Contract Period: _____

PERSONNEL: List agency employees paid by this contract by Job Title:

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Personnel Subtotal \$ _____

FRINGE BENEFITS (List %) \$ _____

(total amount paid by this contract, based on
amount of salaries actually paid by this contract)

ADMINISTRATIVE EXPENSES:

| | |
|-----------------------------|----------|
| Photocopying | \$ _____ |
| Printing | \$ _____ |
| Advertising | \$ _____ |
| Telephone | \$ _____ |
| Office Materials & Supplies | \$ _____ |
| Postage | \$ _____ |
| Occupancy/Rent | \$ _____ |
| Staff Training | \$ _____ |
| Staff Travel (include reim- | |
| bursement rate per mile) | \$ _____ |
| Other (please specify) | \$ _____ |

Administrative Expenses Subtotal \$ _____

PLEASE LIST THE AGENCY CONTACT PERSONS RESPONSIBLE FOR COMPLETION AND SUBMITTAL OF:

| Name | Title | Tel. No. |
|------|-------|----------|
|------|-------|----------|

| | | |
|--------|------|----------|
| | | |
| Street | Town | Zip Code |

Fax No. _____

| | | |
|-------------|--------------|-----------------|
| | | |
| Name | Title | Tel. No. |

| | | |
|--------|------|----------|
| | | |
| Street | Town | Zip Code |

Fax No.

| Name | Title | Tel. No. |
|------|-------|----------|
|------|-------|----------|

| | | |
|--------|------|----------|
| | | |
| Street | Town | Zip Code |

Fax No.

Type of Agency ☐ Public ☐ Private ☐ Other _____
Explain _____

Agency Fiscal Year

Town Code No.

Medicaid Number

Women Business Enterprise (WBE): ☐ Yes ☐ No

TECHNICAL REVIEW CRITERIA WORKSHEET

 Applicant
Criteria:Point Value

- | | |
|--|-------|
| 1. The extent to which applicant has demonstrated successful experience providing similar services. | () |
| 2. The extent to which references support the applicant's success providing similar services. | () |
| 3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP. | () |
| 4. The extent to which adequate time is allocated to manage the services to be provided. | () |
| 5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided. | () |
| 6. The extent to which a thorough workplan is presented with measurable objectives and specific, appropriate timelines. | () |
| 7. The extent to which a cost effective budget is presented which follows eligibility guidelines. | () |
| 8. The competitiveness of the proposal. | () |
| Total | () |

Rating Scale

- | | |
|----|--|
| 10 | Meets criteria <u>to the highest</u> possible degree - could not be better qualified. |
| 9 | Meets criteria <u>very easily</u> - would have no difficulty with the assignment. |
| 8 | Meets criteria <u>adequately</u> - would have little or no difficulty with the assignment. |
| 7 | Meets criteria <u>barely</u> - would have some difficulty with the project. |
| 6 | <u>Somewhat unacceptable</u> - would have great difficulty with the project. |
| 5 | <u>Thoroughly unacceptable</u> - would not be able to meet the project assignment. |

 Date

 Reviewer's Signature